

§ 113-04 Accreditation of Training Courses

(a) Scope

- (1) This section sets forth general procedures, standards and requirements for the accreditation of training courses by the *Department*.
- (2) Training courses for the *FLS* director *certificate of fitness* shall also comply with the provisions of R113-05.
- (3) Training courses for active shooter and medical emergency preparedness shall also comply with the provisions of R113-06.
- (4) Training courses for the refrigerating system operating engineer *certificate of qualification* shall also comply with the provisions of R113-07.
- (5) Training courses for the construction site fire safety manager *certificate of fitness* shall also comply with the provisions of R113-10.
- (6) Training courses for building operation, maintenance and recordkeeping shall also comply with the provisions of R113-12.

(b) General Provisions

- (1) Prohibited claims and representations. It shall be unlawful for any educator, educational institution or program or other person or entity to offer a course purporting to train or otherwise qualify an individual for the *certificates of fitness* formerly issued by the *Department* for fire safety director or fire safety/EAP director, a *certificate of fitness* for *FLS* director, a *certificate of qualification* to direct, control or supervise the operation of a *refrigerating system* or related technology, or a *certificate of fitness* for construction site fire safety manager, or to offer another training course requiring *Department* accreditation pursuant to this section, or to make a similar claim, or purport to be approved by the *Department*, or otherwise make reference to the *Department* in connection with such certificates, prior to receiving *Department* accreditation of such course.
- (2) Term of accreditation. Original and renewal accreditations will be issued for a term of one (1) year, unless a shorter term is specified by the *Department*.

(c) Accreditation Standards. The *Department* will grant accreditation to a training course only if the applicant establishes that the training course will meet the following minimum standards:

- (1) The training course provides the hours and topics of instruction required by the *Department* for that type of training course.

- (2) A written examination of a type acceptable to the *Department* is administered and a passing grade acceptable to the *Department* is required for successful completion of the course.
 - (3) The training course has been developed and will be taught and evaluated by individuals possessing the requisite knowledge, skills, experience or other appropriate qualifications. The *Department* may require applicants who are instructors at *Department*-accredited training schools to hold the applicable certificate of fitness or to establish their eligibility for issuance of such *certificate*.
 - (4) Records satisfactorily demonstrating compliance with accreditation standards and requirements, including records of course administration and student performance, are maintained.
 - (5) *Department* representatives are allowed to attend training courses and audit records to monitor compliance with accreditation standards and requirements.
 - (6) Each student is required to complete a *Department*-approved course evaluation form upon completion of the training course, and the completed forms are returned to the *Department* no later than five (5) days after course completion.
- (d) Application Requirements
- (1) Application information. Information relating to training course accreditation *application* requirements and procedures, including *application* forms, may be obtained from the *Department*'s web site, www.nyc.gov/fdny, and from the Licensing Unit of the *Bureau of Fire Prevention*, Fire Department Headquarters, 9 MetroTech Center, 1st Floor, Brooklyn, NY 11201-3857.
 - (2) Submission. All *applications* for training course accreditation shall be submitted to the Licensing Unit of the *Bureau of Fire Prevention*, and shall include the fee set forth in FC A02.1.
 - (3) Original applications. All original *applications* shall include the following information and documentation, and such other information and documentation as the *Department* may require:
 - (A) The name and address of the educator or educational institution or program proposing to offer the training course;
 - (B) The name and contact information, including a telephone number, of a designated representative;
 - (C) The course location and course schedule (dates and time), including the location of any practical skills exercise/hands-on demonstrations;

- (D) The type of course for which approval is being requested;
 - (E) A detailed outline of the course curriculum;
 - (F) A description of the teaching methods to be used to present each topic, (e.g., lectures, discussions, practical skills exercises and audio-visual materials);
 - (G) Copies of all written materials to be distributed, including sample examinations;
 - (H) Tuition fees, study material fees and any other fees to be charged students;
 - (I) A list of instructors, documentation of their qualifications (including a resume), and a list of the subjects each instructor will teach;
 - (J) The instructor-to-student ratio for classroom, practical skills exercises/hands-on demonstrations;
 - (K) Procedure for documenting student attendance of each student at each training session;
 - (L) Any affiliations with other educational institutions or trade, union or professional organizations;
 - (M) A summary of the applicant's prior history and experience in conducting similar training courses, including the location and approximate date of each such course;
 - (N) A list of all other licensing authorities for which the training courses have been approved or disapproved; and
 - (O) Evidence of compliance with New York State Department of Education regulations, or a statement from the applicant that the applicant and/or the training course are not subject to such regulations.
- (4) Renewal applications
- (A) An *application* for renewal of accreditation shall include updated course information, including any course schedule, curriculum or personnel changes.
 - (B) The *Department* will evaluate the effectiveness of any training course, including consideration of the success of its students in achieving passing grades on *certificate of fitness* or *certificate of qualification* examinations,

in determining whether to grant an *application* for renewal of accreditation.

(e) Training Course Changes

(1) Notice required. *Application* shall be made to the *Department* for approval of the following training course changes prior to implementing such changes:

- (A) personnel;
- (B) course schedule (dates, times and location);
- (C) course curriculum; or
- (D) teaching methods.

(2) Conditional approval. Conditional approval may be granted pending a complete evaluation of the changes.

(f) Misconduct. In addition to any other penalties provided by law, misconduct on the part of an applicant for accreditation, or any educator or educational institution or program granted accreditation, shall be grounds for denial, non-renewal, suspension or revocation of accreditation. Such misconduct includes, but is not limited to, the following acts or omissions:

- (1) any false or fraudulent conduct in connection with an *application* for accreditation or other *Department* approval;
- (2) the failure to conduct the course in accordance with standards and requirements for accreditation;
- (3) the failure to timely notify the *Department* of training course changes or to obtain approval therefor;
- (4) the failure to maintain proper recordkeeping;
- (5) the failure to allow *Department* representatives to attend a training course and/or audit records in order to monitor compliance with accreditation standards and requirements;
- (6) the failure to disclose to the *Department* training course information, including relating to the preparation, security and administration of examinations and students' grades; or
- (7) any other conduct that bears on the integrity of the applicant or accredited educator or educational institution or program, or the effectiveness of the training course.